

Kingston Fire District

Wardens' Meeting

March 23, 2006

Call to order: President Elizabeth McNab called The Kingston Fire District (KFD) Board of Wardens' meeting to order at 7:00 p.m. Also present were wardens Lori Horton, Donald Packer and Vincent Rose, Chief Nathan Barrington, Treasurer Tom Vignali, Office Manager Lois Winn and Kevin Culley, Director of URI Safety and Risk Department. No one from the general public was present.

Absent were Warden John Oberle and Tax Collector Linda Mendillo.

MOTION: Rose made and Packer seconded a motion to accept the Secretary's Report.

Secretary's Report: Minutes of the last meeting were distributed.

The motion to accept the Secretary's Report passed unanimously.

The list of bills for March were distributed and signed by the Wardens.

MOTION: Packer made and Rose seconded a motion to accept the Treasurer's report.

Treasurer's Report: Vignali reported that 99% of the 2005 taxes had been collected and \$14,285 had been received from RIEMA in payment of the 2nd quarter grant requisitions. Vignali also reported that RIEMA indicated the amount outstanding is in process and would

be paid shortly. He said that he would be requesting reimbursement of approximately \$3,717.00 from RIEMA. The two grants, one for \$40,000 and another for \$60,000 must be spent by May 31, 2006.

Vignali also noted that most line items in the 05/06 budget had been expensed to an appropriate percentage for this time of the fiscal year.

The motion to accept the Treasurer's report passed unanimously.

MOTION: Packer made and Rose seconded a motion to accept the Tax Collector's Report.

Tax Collector's Report: The Tax Collector's report was passed out. McNab said that Mendillo had told her that the Union Fire District had received permission to send out their bills early.

The motion to accept the Tax Collector's Report passed unanimously.

MOTION: Rose made and Horton seconded a motion to accept the URI Report.

URI Report: Cully presented a written report (attached). He also mentioned campus addresses are being updated by the Town and will be sent to all emergency responders when they have been completed.

A discussion was held regarding the Living Proof Music Festival being held outside on April 22nd and 23rd. Culley said that no roads would be closed for the event.

The motion to accept the URI Report passed unanimously.

MOTION: Horton made and Rose seconded a motion to accept the Chief's Report.

Chief's Report: Barrington presented a written report (attached). Barrington said that he hoped to meet with Vern Wyman next Thursday to discuss details. The proposed budget was passed out and Barrington stated that there was an increase of 4%. He also informed the Wardens that there was an opportunity through the Fire Grants Program to obtain funds for the 800-mhz radio project. He said a regional project with the UFD would probably be the best way to go. Eighteen-thousand dollars in matching funds would be needed from the capital reserve funds.

MOTION: Rose made and Horton seconded a motion for the Kingston Fire District to adopt the National Incident Management System (NIMS).

Barrington explained that in order to qualify for the radio project grant, the district had to adopt the NIMS.

The motion to adopt the National Incident Management System passed unanimously.

Barrington reported that eight houses were being planned for the Eldred Farm development. Also, Henry Meyer of the Kingston Water District had sent the flow data that had been requested. Meyer told Barrington that the Water District had a new computer program that would make such reports easier to supply. Barrington said he was looking at estimates to repair the damage to Rescue 6 from the accident with the URI Police cruiser. In addition, since Rescue 6 had been paid off, he was getting prices to reconfigure and revamp the compartments.

KFD and UFD will be running a heavy rescue course starting April

30th. It is an 80-hour program and is NFPA certified. Barrington noted the program would increase the number of trained people. The motion to accept the Chief's Report passed unanimously.

OTHER BUSINESS:

Nominating Committee

MOTION: Packer made and Horton seconded a motion to accept the nominating committee.

Rose reported that he had contacted Leon Theim and that he had established a nominating committee consisting of Betty Houston and Gerralyn Perry.

The motion to accept the nominating committee passed unanimously.

The proposed budget was distributed. McNab stated that the budget hearing would be held on April 20th and that Vern Wyman and Kevin Culley should be notified.

Policies: Portions of the Policy Manual were reviewed. Tabled for corrections were: Adoption of Policies, Guidelines Memo to the Chief and Fire Line Job Descriptions. The following policies were edited and approved as follows:

MOTION: Rose made and Horton seconded a motion to approve the Personnel Policy.

Discussion. As defined on pages 8 and 10 the words “immediate” family will be used and not defined.

The motion to approve the Personnel Policy was approved unanimously with the change.

MOTION: Packer made and Horton seconded a motion to approve the Fire Alarm Panel – Detail Policy

The motion to approve the Fire Alarm Panel – Detail Policy passed unanimously.

MOTION: Horton made and Rose seconded a motion to approve the Fire Alarm Panel - Reset Policy

The motion to approve the Fire Alarm Panel – Reset Policy passed unanimously.

MOTION: Horton made and Rose seconded a motion to approve the Forcible Entry Policy.

The motion to approve the Forcible Entry Policy passed unanimously.

MOTION: Rose made and Packer seconded a motion to approve the LDH Master Stream Hydrant Training Policy.

The motion to approve the LDH Master Stream Hydrant Training Policy passed unanimously.

MOTION: Packer made and Horton seconded a motion to approve the Lock Out Tag Out Policy.

The motion to approve Lock Out Tag Out policy passed unanimously.

URI Contract

MOTION: Packer made and Horton seconded a motion, requested by URI, to authorize the Board of Wardens to put the question of adding an additional warden appointed by URI on the agenda of the Annual Meeting.

A discussion was held regarding Bob Weygand's request to have the Board present a motion at the Annual Meeting that would allow URI to appoint a voting member to the Board of Wardens.

The motion to put the questions on the agenda of the Annual Meeting passed unanimously.

MOTION: Rose made and Packer seconded a motion to ask the taxpayers to authorize the Wardens to appoint a committee to explore options for the District's future if the URI contract is terminated, not renewed or extended.

After a discussion, the motion to authorize the Wardens to appoint a committee to explore options for the District's future was approved unanimously.

Next Meeting: The Budget Hearing will be held on April 20, 2006 at 7:00 p.m. The next meeting of the Board of Wardens will be held on April 27, 2006 at 7:00 p.m.

Adjournment: Rose made and Packer seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Lois K. Winn

Office Manager